



Job Title	Human Resources Manager Compensation and Benefits	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	6	Job Code	19654

Class Specification – Human Resources Manager Compensation and Benefits

Summary Statement:

The purpose of this position is to develop and maintain human resource programs in alignment with the City's objectives and strategic goals in the areas of compensation and classification, in addition to benefits and wellness. This is accomplished by developing strategies and options for competitive compensation and benefits programs; and managing the classification system in accordance with City policies.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
30%	Manage compensation system and policies by developing, recommending, and revising compensation policies; providing clarification of compensation policies; overseeing training; maintaining current salary schedules; developing recommendations for salary adjustments and compensation system realignments; managing annual pricing compensation studies; and providing guidance to management concerning compensation policies.
20%	Provide guidance to senior level managers on application and clarification of compensation policies including merit increases, market adjustments, personnel actions, promotions, reclassifications, severance pay, salary offers, and relocation offers.
20%	Provide training and compliance with federal and state laws regarding FLSA compliance and perform investigations of unpaid overtime. Manage professional and technical staff in salary administration and salary increase implementations. Maintain current salary schedules on the internet/ intranet. Provide salary information to interested persons/ media for employees and classifications under the Colorado Open Records Act (CORA).
15%	Collaborate with management in classifying positions appropriately within their department and City classification system reviewing internal equity, as well as market data and appropriately classify EEO and FLSA categories; review reclassification requests from managers; and provide guidance on classification issues and potential lawsuits.



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15%	Provide strategic direction on self-funded benefit and welfare plans; review and recommend new benefit program options; monitor and report on the Health Care Trust Fund; provide input to the wellness program; and review and provide strategic input on annual open enrollment process and communications.
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Competencies Required:
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading: Advanced – Ability to read literature, books, reviewed, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.

Technical Skills Required: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.



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Education: Bachelor's degree from an accredited college or university with major coursework in human resources, business administration, public administration, or a related field.

Experience: Five years of full-time responsible human resources experience including two years of administrative and/ or supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certification required in accordance with standards established by departmental policy.

Supervision Exercised: Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility: This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.



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Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized HRIS software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2015